



**US Army Corps
of Engineers®**

South Florida Operations Office
525 Ridgelawn Road
Clewiston, FL 33440
(863) 983 - 8101 Tele
(863) 983 - 8579 FAX

Indian Prairie Campground Host

Volunteer Description

Indian Prairie Campground Host

INTRODUCTION

The U.S. Army Corps of Engineers (USACE), Jacksonville District, South Florida Operations Office (SFOO) would like to welcome you to the Corps Volunteer Program. As a volunteer, you will be performing the duties/responsibilities (listed below) of a Camp Host at the Indian Prairie Campground under the guidance of Volunteer Supervisor Park Ranger Jerre Killingbeck. The Volunteer Program is overseen by the Volunteer Coordinator and Supervisory Park Ranger. The SFOO greatly appreciates your volunteer efforts to further enhance the recreation areas and provide information to the public. Thank you for choosing to volunteer with the SFOO. Any questions, comments, and/or concerns should be directed towards the Volunteer Supervisors.

QUALIFICATIONS

Anyone may apply to volunteer as a Camp Host with the Corps of Engineers by completing a SFOO Volunteer Application. The Camp Host position however, requires tact, courtesy and the ability to deal with the general public. The position is established so that the USACE may better serve the public within the Corps primitive campground.

DUTIES/RESPONSIBILITIES

Have campers sign the camper log book when they arrive. Monitor campers 14 day camping limit.

Instruct campers that Indian Prairie Campground does not have any water or electricity. Two port-o-lets will be provided along with a dumpster.

Both gates will remain closed at all times. The second gate is locked by a combination padlock. The combination will be provided only to group campers.

Provide directions to local gas stations, convenience stores, supermarkets, dump stations, water refueling areas, etc.

Be familiar with and abide by all USACE rules and regulations (EP 1165-2-316).

Provide visitors with information concerning the Corps Recreation Areas. Answer information requests to the best of your knowledge. When in doubt refer the visitor to the ranger staff.

Monitor dumpster and campground for cleanliness and report full or overflowing dumpster to the ranger staff.

Report safety hazards and/or maintenance concerns to the ranger staff.

Report any compliance problems, vandalism, speeding, and similar disturbances to the ranger staff or local law enforcement officer.

DUTIES/RESPONSIBILITIES (continued)

Assist in emergency situations such as electrical black outs, weather alerts, life threatening emergencies, etc.

Report all personal injury accidents and/or incidents to the Volunteer Coordinator, Volunteer Supervisor, or ranger staff.

Wear the Volunteer Shirt and/or Volunteer Hat when volunteering with the USACE to identify yourself as a USACE Representative.

A little common sense goes a long way, so treat others as you would like to be treated.

Minor Maintenance: litter pick-up, debris removal, etc.

Volunteer campsites will be maintained in a neat and respectable manor.

All recreation areas will be evacuated during a hurricane. All volunteer items should be mobile and ready to move in case of a hurricane.

Please do not engage in any physical or verbal confrontations with the public.

Volunteer hours need to be recorded on the Volunteer Service Record (ENG Form 4882-R) and submitted to the Volunteer Supervisor by the end of each month.

All incidental expenses should be recorded on the Claim for Reimbursement for Expenditures on Official Business Form and submitted to the Volunteer Supervisor for authorization by the end of each month with your Volunteer Service Record.

The Volunteer Coordinator or Volunteer Supervisor may request additional duties to be performed contrary to the above listed duties/responsibilities at any time, for example: general maintenance items, limited physical labor, assisting rangers, etc.

RULES/REGULATIONS

All regulations contained within Title 36 pertain to the campground and will be enforced by the ranger staff. State and local laws will also be enforced by the local law enforcement agencies.

Pets are allowed as long as they are on a 6 foot or less leash and campers are required to clean-up after their pets.

Quiet hours are from 10:00 P.M. to 6:00 A.M. Campers should be thoughtful and respect others.

SUPERVISORY CONTROLS

There is no doubt that you will encounter rangers on a daily basis. These rangers may answer general questions that you may have concerning the recreation areas, rules and regulations, and the general area. Specific volunteer questions, comments, and/or concerns should be directed towards the Volunteer Supervisor.

WORKING CONDITIONS

Camp hosts will reside within the campground and provide assistance to campers twenty to thirty hours per week. Volunteers will furnish their own transportation and camping equipment. The volunteer campsite will be identified as a camp host for the benefit of the public. All members of a Volunteer's immediate family are welcome to accompany him or her while volunteering with the Corps of Engineers.

EMERGENCY INFORMATION

For all life-threatening emergencies please dial 9 – 1 – 1 to contact the local law enforcement agency, fire department, and ambulance.

After contacting 9 – 1 – 1, please contact the ranger staff concerning the accident/incident.

The following information should only be used in an emergency and should not be provided to visitors.

			Office Phone Number
Schedules:	Jerre	Sun – Mon	Off
		Tues – Sat	7:00 A.M. – 3:30 P.M.
			(863) 462 – 5260 x 3025

U.S. Army Corps of Engineers, Jacksonville District

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(863) 983 – 8101 Tele

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Okeechobee Ranger	(863) 462 – 5260 x 3025
	(863) 227 – 0235 mobile

Ortona Campground	(863) 675 - 8400
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Ortona Lock	(863) 675 - 0616
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St. Lucie Campground	(561) 287 - 1382
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St. Lucie Visitor Center	(561) 219 - 4575
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St. Lucie Lock	(561) 287 - 2665
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W.P. Franklin Campground	(941) 694 - 8770
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W.P. Franklin Lock	(941) 694 - 5451
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EMERGENCY INFORMATION (continued)

Florida Fish and Wildlife Conservation Commission	1-800-342-5367
Florida Highway Patrol	1-800-701-3212, * FHP
Poison Information Center	1-800-282-3171
U.S. Coast Guard	1-800-368-5647
Hazardous Material Spills	1-800-424-8802
Sheriff – Glades County	(863) 946 – 0100